[SAMPLE TRANSMITTAL LETTER]

[Date]

Board of Trustees
Locals 302 & 612 of the International Union of Operating Engineers-Employers Construction Industry Retirement Trust
P. O. Box 34203
Seattle, WA 98124

Re: QDRO – [Participant] and [Alternate Payee]

Dear Plan Administrator:

Enclosed is a [draft] [court approved] Qualified Domestic Relations Order ("Order") impacting the benefits of [Participant] under the Locals 302 & 612 of the International Union of Operating Engineers-Employers Construction Industry Retirement Trust.

As noted in the Order, the social security number and date of birth of the Participant and Alternate Payee will be provided separately. They are as follows:

Participant

Participant: Social Security Number: Date of Birth: [Participant's Name] [Participant's SSN] [Participant's Birth Date]

Alternate Payee

Alternate Payee: Social Security Number: Date of Birth: [Alternate Payee's Name] [Alternate Payee's SSN] [Alternate Payee's Birth Date]

If further information is needed in connection with this QDRO, please contact [name] at [number].

Sincerely,

[name] Counsel for [Participant] [Alternate Payee]

cc: [name], Counsel for [Participant] [Alternate Payee]

1		[<u>FOR RETIREES ("pop up")—7/07/06]</u>	
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6	IN THE SUPERIOR COURT OF THE STATE OF <u>[STATE]</u>		
7	IN AND FOR THE COUNTY OF <u>[COUNTY]</u>		
8	IN RE THE MARRIAGE OF:		
9	[PETITIONER'S NAME],	NO	
10	Petitioner,	QUALIFIED DOMESTIC RELATIONS ORDER	
11	v.		
12	[RESPONDENT'S NAME],		
13	Respondent.		
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15	WHEREAS, the Court has jurisdiction over all parties and over the subject matter in this dissolution action; and		
16	WHEREAS, the parties to this Order and the Court intend this Order to be a Qualified Domestic Relations Order (hereinafter referred to as "Order" or "QDRO") as that term is		
17	used in the Retirement Equity Act of 1984, as that Act; and		
18	WHEREAS, the parties have stipulated that the Court shall enter this Order as an Addendum to the Decree of Dissolution of Marriage filed herein on <i>[date filed with court]</i> ; NOW, THEREFORE,		
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20	IT IS HEREBY ORDERED by the Court as follows:		
21	1. <u>Definitions</u> . The following are the definitions used in this Order:		
	QUALIFIED DOMESTIC RELATIONS ORDER – 1		
	127.020 agr hg101007 1/25/07		

1	1.1	"Participant": Address:	[Participant's Name] [Address]
2	The Participant's social security number and date of birth will be provided separately to the Plan Administrator.		
3			
4	1.2	"Alternate Payee": Relationship to	[Alternate Payee's Name]
5		Participant: Address:	[Relationship to Participant] [Address]
6	The Alternate Payee's social security number and date of birth will be provided separately to the Plan Administrator.		
7	1.3	"Plan":	Locals 302 & 612 of the International Union of Operating Engineers-Employers
8			Construction Industry Retirement Plan
9	1.4	"Plan Administrator": Address:	Board of Trustees P. O. Box 34203 Seattle, WA 98124
10			
11	2. <u>Division of Marital Property</u> . This Order is entered into pursuant to [<i>RCW</i> 26.09.080 governing division of marital property (as that term is defined therein) between spouses and former spouses in dissolution actions] [describe state law provisions]. This Order hereby creates and recognizes the existence of the Alternate Payee's right to receive a portion of the Participant's benefits under the Plan.		
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13	3. <u>Participant's Retirement</u> . Participant retired effective <u>[date]</u> and elected benefits payable in the form of a <u>[form of payment]</u> , designating Alternate Payee as beneficiary following Participant's death.		
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15	4. <u>Payments to Alternate Payee</u> . Effective the month following entry of this Order and receipt of a conformed copy by the Plan, the entire interest in the benefits from the Plan is awarded to Participant. Alternate Payee waives any and all rights to present or future benefit payments, including survivorship benefits she may have otherwise been entitled to receive. Participant shall be entitled to increase his or her benefits to a single life annuity pursuant to the terms of the Plan, with all benefit payments terminating on his or her death.		
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19	5. <u>Limitations on Order</u> . Nothing contained in this Order shall be construed to require the Plan:		
20	5.1 To provide for any type or form of benefits, or any option, no otherwise provided under the Plan at the time benefits commence to the Alternate Payee;		
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	QUALIFIED DOMES ORDER – 2	TIC RELATIONS	
	127.020 agr hg101007 1/25/0	07	

1 To provide increased benefits (determined on the basis of actuarial 5.2 value) not available to the Participant; 2 3 To provide benefits to the Alternate, Payee which are required to be 5.3 paid to another Alternate Payee under another order previously determined to be a QDRO; 4 or 5.4 To provide the payment to the Alternate Payee of benefits forfeited 5 by the Participant. 6 6. Action to Be Taken. The Plan Administrator shall be provided with a copy of the Order by counsel for the Alternate Payee. Upon receipt, the Plan Administrator 7 shall: 8 6.1 Immediately notify the Participant and the Alternate Payee of: 9 6.1.1 The receipt of this Order; and 10 6.1.2 The Plan's procedures for determining whether this Order is a 11 QDRO. 12 6.2 Within a reasonable period of time, determine if this Order is a QDRO, and notify the Participant and Alternate Payee of such determination. 13 6.3 Pending determination of a proposed order's status as a QDRO, separately account within the Plan for the amount ("segregated amounts") which would 14 have been payable to the Alternate Payee (if this order is established to be a QDRO) during the determination period, as defined in Internal Revenue Code Section 414(p)(7). No 15 segregation is necessary if benefits are not payable during the determination period. 16 7. Continuing Jurisdiction. The Court retains jurisdiction over this matter to 17 amend this order to establish or maintain its status as a QDRO under the Retirement Equity Act of 1984, as amended. 18 DONE IN OPEN COURT this day of *[month]*, *[year]*. 19 20 JUDGE/COURT COMMISSIONER 21 **QUALIFIED DOMESTIC RELATIONS** ORDER - 3127.020 agr hg101007 1/25/07

1	Presented by:
2	[NAME OF ATTORNEY'S OFFICE]
3	D.
4	By [NAME OF ATTORNEY] Par No. [000001]
5	Bar No. [00000] Attorney for Respondent
6	Copy Received, Approved for Entry,
7	Notice of Presentment Waived:
8	[NAME OF ATTORNEY'S OFFICE]
9	By
10	<i>[NAME OF ATTORNEY]</i> Bar No. <i>[0000]</i>
11	Attorney for Petitioner
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	QUALIFIED DOMESTIC RELATIONS ORDER – 4